

**RATING CRITERIA  
FEDERAL EXECUTIVE BOARD  
2005 EMPLOYEE OF THE YEAR AWARDS**

Following are some guidelines to use in rating each of the nominees for the various Federal Executive Board (FEB) Outstanding Employee of the Year Awards. The description of each factor was included in the Nominations Criteria Booklet, which was available to the nominations coordinator in each of the FEB member agencies. Points assigned for each factor should not exceed the number noted at the end of the discussion of the individual factors. Please note that the points for the Outstanding Community Service Category are to be assigned differently than they are for the other categories.

**FACTOR I - JOB PERFORMANCE**

Consideration should be given to elements which demonstrate both (1) how assigned duties are performed, and (2) the nominee's personal attributes which effect how the duties are accomplished.

(1) For the performance of assigned duties consider elements such as:

Knowledge - Nominee knows the administrative, technical and/or professional techniques and practices required by the work of the position and how to apply them. Is viewed as a source of expert advice on how this type of work should be accomplished.

Efficiency - Getting the work done in a way that provided a high rate of production while waste is minimized or eliminated.

Accuracy - The work is done correctly.

(2) For personal attributes consider elements such as:

Cooperation - Getting things done in cooperation with fellow workers or with employees of other organizations when inter-organizational cooperation is a requirement of the job.

Dedication - Performance which demonstrates a commitment to getting the job accomplished. Nominee willingly puts forth extra effort over and above what is normally expected.

Initiative - Nominee demonstrates initiative to the extent allowed organizer by the job. Self-starting performance; taking the extra step and/or inquisitiveness (i.e., a willingness to learn more about how the nominee's job affects other jobs in the organization, outside the organization, etc.)

**Credit from 0 to 55 Points for Factor I**

**NOTE: For Category VIII, Outstanding Community Service Award, credit from 0 to 30 points for**

## **Factor I.**

### **FACTOR II - IMPACT**

Impact should be measured in light of the impact the nominee has on the job and not the responsibilities and limitations of the specific job being performed. Recognize the extent of the impact a job can have, but do not penalize a nominee if the job itself does not have far reaching impact. Instead, be aware of what the job's responsibilities are and rate the impact within those responsibilities. Rate the consequences of a nominee's work. Additional weight should be given to work/projects which the nominee has accomplished which have had an effect beyond the normal, day-to-day assignments or innovations in the way work is performed which have been adopted on a local or broader scale. In addition to the customer, consider what impact changes have had on other process stakeholders; i.e., employees, internal customers, other federal agencies, or taxpayers. Pay particular attention to assignments or innovations which result in some form of recognition. If impact is described which goes beyond the immediate office, be especially aware of whether it is job related and should be credited here, or community service related which should be credited under Factor III below.

#### **Credit from 0 to 35 Points for Factor II**

***NOTE: For Category VIII, Outstanding Community Service Award receives no credit for Factor II. Do not complete this factor for the Outstanding Community Service Award.***

### **FACTOR III - COMMUNITY SERVICE - ONLY APPLIES TO COMMUNITY SERVICE AWARD. Do not complete this for any other award category.**

Measure this factor in terms of any public service activities not directly job related. This includes: community service leadership activities (i.e., officer in a local, state or national organization, of a group Award to meet a community service need, agent of change to improving an existing program or service, etc.), active participation in community organizations which deal with life threatening or life preserving matters (e.g., volunteer firefighter, EMT, ambulance corps, dollar-a-year deputy, etc.), and individual efforts in support of other public and private organizations which provide community social and support services (e.g., services for disabled persons, assistance programs for the elderly, community youth programs, neighborhood advocacy and outreach organizations, etc.). Consider the amount of time and effort the nominee expends on community service (i.e., is it year round versus seasonal, is the nominee in a position of leadership, is the individual actually providing services versus attending a lot of meetings and functions, is the nominee active in more than one service organization or activity, etc.), does it involve personal risk as well as a commitment of time, did the individual's efforts "make a difference," and have those efforts been recognized as significant by the community and/or the organization. Please note that the type of community recognition given should be used to assess the significance of the nominee's contributions and not to rule out recognized individuals in favor of ones who have not yet received the recognition they may warrant.

***NOTE: For Category VIII, Outstanding Community Service Award, credit from 0 to 70 Points for Factor III.***

## **FACTOR IV - SPECIAL EFFORTS**

Special efforts should be measured in light of such factors as personal obstacles overcome by the nominee, or the nominee's efforts to develop abilities and knowledge through training courses or educational efforts. In rating, consider the extent and nature of any personal obstacles, hardships and/or efforts. Rate highest those education or training gains that are job related. Add credit for overcoming hardships to achieve results. Do not give credit for training or education which is impressive but not directly job related (e.g., legal training, accounting, etc., which might enable the nominee to change careers but is not related to the nominee's current duties and responsibilities).

**Credit from 0 to 10 Points for Factor IV for all categories, except the Outstanding Community Service Award, which receives no credit.**

NOTE: Timeliness of the accomplishments is important and it should be considered when crediting points in all factors. Accomplishments achieved within the past year should receive more points than those achieved more than a year ago.

## **TEAM CRITERIA: AWARD CATEGORIES X AND XI**

### **FACTOR I – DESCRIPTION**

Consider the specific accomplishments and achievements of the team

**Credit from 0 to 40 Points for both Team Categories**

### **FACTOR II - IMPACT**

Impact should be measured in the extent of the accomplishments of the team in three areas:

- impact on the levels of the organization (local, regional, national et al.),
- impact on the public. Did the accomplishments make life different for the American public?) and
- impact on the process. Did the team change, innovate or permanently alter the process there were working on?

**Credit from 0 to 30 Points for both Team Categories**

### **FACTOR III – TEAMWORK**

This factor should how teamwork impacted the accomplishments and contributions of the team. Weigh the individual contribution of each team member. Did each member contribute equally or did a few members predominate? This includes members' ability to freely express ideas and considering the input of others both from within and outside the team. Additionally, were team members encouraged to participate in the decision making process and were there clear expectations of the team and its members.

**Credit from 0 - 20 Points for both Team Categories**

## **FACTOR IV - SPECIAL EFFORTS**

Consider the level of effort, sacrifice and innovation required or implemented by the Team. Was this a team that worked full time on the project or did they have to fit their activities around other duties? What ingrained practices did they have to overcome? What personal effort was required?

**Credit from 0 - 10 Points for both Team Categories**

### **MAXIMUM FACTOR POINTS**

	<b>Community Service Award</b>	<b>Other Award Categories</b>
<b>Factor I</b>	<b>30 Points</b>	<b>55 Points</b>
<b>Factor II</b>	<b>N/A</b>	<b>35 Points</b>
<b>Factor III</b>	<b>70 Points</b>	<b>N/A</b>
<b>Factor IV</b>	<b>N/A</b>	<b>10 Points</b>

	<b>Team Awards</b>
<b>Factor I</b>	<b>40 Points</b>
<b>Factor II</b>	<b>30 Points</b>
<b>Factor III</b>	<b>20 Points</b>
<b>Factor IV</b>	<b>10 Points</b>

### **DETERMINING THE PRELIMINARY RATING**

Rank the nominees on Factor I, using the relative ranking process as follows:

- (1) Compare the first two nominees and place the better one on top.
- (2) Compare the third nominee to the first two and place appropriately in relation to them.
- (3) Repeat until you have all nomination packages in relative order, topped by the one with the best evidence of Factor I. It should be noted that each nomination package does not have to be compared with every other package. They must only be compared with the ones which the evaluator feels are of similar worth. If there is no meaningful distinction between two or more nominees, the evaluator should note this fact and ensure that those packages remain together in the relative ranking.
- (4) Maximum points (55 for Factor I) should be assigned to the top nominee.
- (5) Points awarded other nominees should be decreased by at least one point from that awarded to the next higher nominee.
- (6) Nomination packages for which there was no meaningful difference in the descriptions for the factor should be given the same number of points.
- (7) Repeat the process for Factors II through IV.

Total the points assigned for Factors I through IV.

Examine all the scores to find a logical breaking point when all scores are compared. Establish this breaking point as a cutoff score.

### **Determining the Final Three Nominees in the Category**

Review the nominees who have been evaluated with a final score above the cutoff score. Make a final evaluation of the job-relatedness and timeliness of each nominee's experience, community service, and special efforts. Avoid double crediting of the same item under different factors. Consider the extent of recognition the nominee has already received from an agency or community organization as an indicator of performance. The Employee of the Year Award should be viewed as the cap to previous recognition and generally should not be considered as the sole way of recognizing an employee's contributions.

**Choose the top three nominees for your category and complete the Rating Form for each of the nominees.**